

CHECKLIST FOR GUARANTEED LOANS

Applicant Name: _____

Lender Name: _____

IMPORTANT

ALL DOCUMENTS MUST BE PREPARED IN INK OR TYPED; ALL EXHIBITS, SCHEDULES AND FINANCIAL STATEMENTS MUST BE DATED AND SIGNED IN INK

		YES	N/A
1.	SBA Form 4-I: Lenders Application – signed and dated by Loan Officer		
	• Terms of loan completed		
	• Pro Forma Balance Sheet completed (pg. 2) (on business only – no personal assets)		
	• Loan Officer internal credit display attached		
2.	Suggested Terms and Conditions (separate sheet attached)		
3.	SBA Eligibility Sheet		
4.	SBA Form 4 – Application for Business Loan		
	• Individual/company information completed (pg. 1)		
	• Use of Proceeds section complete (pg. 1)		
	• Previous SBA/Government Financing section complete (pg. 1)		
	• Management section complete (list all owners & % of ownership) (pg. 2)		
	• Questions 7-20 complete (pg. 3)		
	• Signed and dated as proprietor, partnership, corporation or LLC (pg. 3)		
	• Statements Required by Law & Executive Order (pg. 4)		
	○ MUST BE SIGNED/DATED BY ALL PRINCIPALS/GUARANTORS		
5.	Description & History of Business		
6.	Management Resumes (i.e. experience, education, training)		
7.	SBA Form 912 – Statement of Personal History (Required for all 20% or more owners)		
8.	Credit Reports for all Principals/Owners		
9.	SBA Form 413 – Personal Financial Statement (current w/in 90 days & signed/dated for all owners, partner, officer, stockholder (with 20% or more ownership) (include spouse assets/liab.)		
10.	Equity Injection – eligibility, source & amount disclosed		
11.	Business Financial Statements:		
	• 90 day Interim Statement		
	• 3–Years historical financial statements or tax returns (signed/dated)		
	• 2-Years projections w/ assumptions (signed/dated)		
12.	Statement of Affiliates – name, % ownership, latest year-end F/S for all businesses owned, operated or controlled by the principals of applicant business		
13.	Aging of A/R & A/P		
14.	Offer to Purchase/Buy-Sell/Purchase Agreement (if change of ownership)		
15.	Business Valuation (required if change of ownership)		
16.	Appraisal (real estate acquisition, construction, or refinancing)		
17.	SBA Form 4, Schedule A – Schedule of Collateral (include legal description of R/E collateral)		
18.	Environmental Questionnaire – (signed by lender and applicant, if secured by commercial property)		
19.	List of machinery & equipment if offered as collateral (include serial numbers/VIN #)		
20.	List of machinery & equipment to be acquired (include serial numbers/VIN #/Invoices)		

21.	If franchise is on registry, Certificate of No-Change included (www.franchiseregistry.com)		
22.	If not on registry, all franchise documents including Franchiser's financial statements, FTC disclosure statement and a copy of the Franchise Agreement)		
23.	SBA Form 159: Compensation Agreement (signed by applicant, agent, & lender)		
24.	SBA Form 4506T – Request for Copy or Transcript of Tax Form		
25.	SBA Form 1624 – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (signed by applicant)		
26.	SBA Form 1846 – Lenders Certification Regarding Lobbying (signed by lender)		
27.	Transcript of Account & bankers statement (if refinancing participant debt)		
Lenders Signature:		Date:	